

INVENTORY

SECRET

PREPARE IN DUPLICATE

081

1. TITLE OF REPORT (if a file report include Form No.) Special Clearances (SPECLE) - Request by Name		2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL LOGISTICS MEDICAL	TRAINING <input checked="" type="checkbox"/> SECURITY FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED Variable - Usually Multicopy	5. FREQUENCY (weekly, monthly, quarterly, etc.) Variable - The bulk of production is Monthly		6. DISTRIBUTION (No. of components not number of copies) 1 - Security variable to other agency offices and to other Gov't agencies
7. FORMAT (memorandum, form computer print-out, etc.) Computer Print-Out	8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. NO E004-01	9. DIRECTIVE AUTHORITY REQUIRING REPORT D/Sec Memo to DCI Exec Off., 2 April 1962	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR&CD/CIB OS/SR&CD/Records Br.		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched cards, OS/SR&CD/Records Br. Coding Forms and Form #152, SR&CD/CIB	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-05	\$3.15		1040		\$3,276.00		(1 employee)		
An average of 4 employees code information in the SPECLE Program. There are two basic reports and the cost related here is one-half. The other half is charged to the other SPECLE report.									
			\$3,276		x 4 (employees)				\$13,104.00

B. COSTS OF COMPUTER PRODUCED REPORTS

PUNCHED CARDS	COST EACH				
PAGES	5355/Mo.	.05	267.75	12	\$3,213.00
	40,800 (Multicopy)	.03	1,224.00	12	14,688.00
TOTAL COSTS PER YEAR					\$31,005.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

The SPECLE system was established in response to the requirement that there be a centralized source of information regarding persons who hold special clearances. The reports (usually updated monthly) are provided to customers who need this information and who do not have direct access to the computer file.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain) As result of a recent study, volume of reports will be reduced by providing direct access to customers within Headquarters	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			
<input type="checkbox"/> DISCONTINUE			
15. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION	
13 October 70	Savings may be realized in the near term.		

SECRET

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